

Wakefield School Board Public Minutes

May 28, 2024

Held in Paul School Library

Approved



BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Anne Kebler, Superintendent	✓
Bob Ouellette, Vice Chair	✓	Frank Markiewicz, BA	✓
Mary Collins	✓	Sarah Howard, Special Ed Director	
Brennan Peaslee	✓	Norma DiRocco, Principal	✓
Sandra Taliaferro	✓	Ivy Levitt-Carlson, Assistant Principal	

Others Present: Brad Davis, Facilities Director, Michele Lambert, Max Gehring from Clearview TV.

Mr. Ouellette asked for a moment of silence for Sean Dolaher, a former Paul School student who recently passed away.

Mr. DeColfmacker led those present in the salute to the flag at 6:00.

Agenda Review

Presentations. Public Hearings

Public Hearing: To withdraw funds from the Maintenance Building Replacement Expendable Trust Fund account.

Mr. Davis gave the Board an overview of phase 1 of the maintenance building project. It will start with demolition of the shed. There will be two dumpster rentals. Howe Two will do the excavation work. A 24x35 concrete slab will be laid to hold the building. They received three quotes. Mr. Davis said there were three bids, Lapierre Concrete, Perkins Concrete and Cullen Concrete. He recommends Lapierre Concrete who is also the lowest bidder, is also very reputable and will guarantee all his work. The total of Phase 1 is \$9,134.25.

Mr. Ouellette suggested tabling this until a spreadsheet is generated comparing all aspects of the three bids. He wants to see an apples to apples comparison. Mr. Davis explained that it took him months to get quotes from concrete companies. He said Mr. Lapierre was very responsive from the start and his company is well respected in the area. He said everyone had the same specs and has a quote on those specs.

Mr. Markiewicz said he makes sure that the bidders have the appropriate insurance binder, Workers Comp, vehicles. Many do not provide that information in a bid. Before they get a contract from him to do the work they will sign off and he will check references. Mrs. Peaslee said she is used to seeing a spreadsheet with check off boxes to make sure each company will

give what we're looking for. Mr. Ouellette asked if we have a Public Hearing and award a bid and the person we pick doesn't have the insurance we require we go back to the drawing board. Mr. Markiewicz said they would have a certain amount of time to secure the required insurance and we'd have to come back. The required insurance is listed in the spec sheet.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to award the bid for concrete work to Lapierre Concrete.

Mr. Ouellette said he will not be voting on this because he doesn't believe the Board has all the information they need. He feels the Trustees will want all I's dotted and t's crossed. **(Vote 0-5)**

Mr. Ouellette said that The Board doesn't know what is specified in the RFP because we don't have that and we have in the past. Mr. Markiewicz told Mr. Ouellette there is no RFP. These are solicitations for quotes. Mr. Davis said this is between \$5,000 and \$20,000 so three quotes suffice. It's not over \$20,000 so no RFP is required. Mrs. Peaslee is concerned about the huge price difference and wants to make sure everything needed is included in all bids. Mr. DeColfmacker asked the Board if they wished to table the Public Hearing. Mr. Ouellette said they just don't have enough information. He said if Mr. Markiewicz could tell the Board that the million dollar binder was there he'd have no problem with this company. Mr. Markiewicz said he has not reviewed the quote.

Mr. Davis said he talked to Mr. Lapierre and was told that he would guarantee his work and would be happy to submit paperwork to that effect. He's a big commercial company and he's sure he has insurance. Mr. DeColfmacker said because of the gym floor they feel they have to be extra cautious. Mrs. Collins asked if the motion could be restated to include pending insurance so this can move forward. Mr. Markiewicz said there would be a contract stating insurance, payment, contractor warranty etc. He will make sure the Board knows all these things are in place prior to spending any money. Mr. Ouellette said he doesn't want to delay the project.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve Lapierre Concrete contingent on the insurance binder and a signed contract. (5-0)

Mr. DeColfmacker opened the Public Hearing at 6:18.

Mr. Ouellette made a motion, seconded by Mrs. Collins to approve the withdrawal from the Maintenance Building Replacement Expendable Trust Fund in the amount of \$9,134.25 for phase 1 of the project. (Vote 5-0)

Mr. DeColfmacker closed the Public Hearing at 6:20.

PTA Update

Mrs. Taliaferro read the following: We had a good turnout for pride day. We didn't reach our goal though. We have received field trip requests for most grades. Some have already started going and loads of fun. Our next event is a dance on May 31st. All grades will be at the school. We are looking for crock pot meals and baked good donation. We are also looking for a board assistant.

Public Comment

None

Reports

School Administration

It has been a wonderful month here at The Paul School. We have had an abundance of events happening that celebrate our students. We are eager to share all of these events with the community.

In eighth grade our students are headed to Boston this upcoming week and we are so thrilled to bring these students to the city and explore many different sites. We are extremely thankful to Sam Fairfield for taking the lead on the fundraising opportunities, the planning of the field trip and encouraging students to give their best effort to attend the trip. The eighth graders also have Canobie Lake to look forward to and semi-formal.

Our sixth grade team is gearing up for their Calumet trip in early June. This opportunity is truly incredible for our students. The sixth graders have the chance to spend the night in cabins and get a flue experience of camp life. Second graders are headed to Squam Lake Science Center, third graders attended a play, Kindergarten went to the Dover Science Museum, and First grade is headed to the Seacoast Science Center. We are so excited to see the students outside of the building and watch their global experiences grow.

Field day is slated for June 14th with a rain date of June 17th. Mr. B has set up a wonderful schedule for the day. The theme of this year is about the Olympic Games and Flag Day coupled together. Mr. B has created each activity to represent different countries and different Olympic events.

We are wrapping up many different pieces this month. Our committee meetings are finalizing their thoughts and we want to thank all the members for the committee work that has been done this year. We also will be finishing up with our clubs at the end of the month. We have had 104 students participate in this round with over ten different offerings. End 68 hours of hunger will have their last bags distributed this month. We are so thrilled to have had this program in our school and extremely thankful to Brianna Valdepena and the Lions Club for all their support.

Lastly, our spring sports are finishing up their seasons. We are so proud of our student athletes and the hard work they have put in. We completed SAS testing, with an overall test rate of 96% with grades 3,5, and 7 having 100% of students complete the SAS test. We would like to acknowledge the students in Mr. Perkins and Ms. Siegler's classes for their marked improvement in Mathematics. Stay tuned for more information!

As we gear up for the Summer, our administration team looks forward to summer planning and the excitement of the work we will continue into next year. I would like to thank our full staff for an incredible year. We truly appreciate the dedication and enthusiasm each of your brings to the school each day.

Finance

Mr. Markiewicz gave the financial report for the period ending April 30th. He said he is typically looking for the unassigned fund balance to be around 3% of the total. He said there has been some overspent lines. We've been closely monitoring that since April. He said we are pleased

with the revenues that have come in. It's in a good place but could be better. We're okay with the Food Service Fund. All the details are in the packets and May and June will be closely monitored. We will keep you informed. He said in June he and Mrs. Lambert will be conducting a workshop training by the finance department on how we are going to administer next years budget and suggest they start building their budget prior to September as SB2 is very challenging. We need to be prepared for the Budget Committee. The workshop will take place in June and will be for department heads, administrators and any school board members who are able to attend or anyone interested in the budget process. With new department heads it's important for them to understand this process and how it affects them.

Mr. DeColfmacker told the audience watching from home that the school is having an issue with people showing up in vehicles at night and letting their dogs out and they are defecating on the property, fields and around the gardens. Mr. Davis stepped in it and we could have students doing the same. We think we know the makes and models of the vehicles and we're working on getting the license plate numbers. We will actively look to stop this. He said Mr. Davis has done a phenomenal job on the school grounds and fields. Teachers and students have worked hard getting the gardens going. The school is not a dog park. We have one at the ball fields. Dogs are not allowed to be on school property. And if you walk your dog on the grounds pick up after it. Mrs. Collins said that dogs are not allowed on the fields at all. Mr. DeColfmacker said this is purposeful, letting their dogs out of the car, letting them run around and do their business then leaving.

Consent Agenda

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the Consent Agenda. (Vote 3-2)

Meeting Minutes

Mrs. Collins made a motion, seconded by Mrs. Peaslee to approve the non public minutes of May 7th (Vote 5-0)

Mrs. Collins made a motion, seconded by Mrs. Peaslee to approve the public minutes of May 7th (Vote 5-0)

Old Business

Board Meeting Schedule (June, July, August)

The School Board meeting for June will be June 11th. The July meeting will be on July 9th. The August meeting will be August 13th. The Board will add meetings if necessary.

New Business

Seniors Visit

Spaulding seniors will walk the halls of Paul School on June 6th at 10:30.

RFP's Upgrade VoIP Telephone System and Integrated Camera System

This has been tabled until June 11th so that Mr. Markiewicz can give the Board an overview. Mrs. Collins asked if there would be a monthly fee for the cameras. Mr. Markiewicz answered no. She also asked who owns the footage. Mr. Markiewicz said we do. He said the vendors aren't

asking for any upfront money so they will get paid when the job is done to the districts satisfaction and everything is up and running.

RFP Winter and Summer Grounds Maintenance

Mr. Davis said we have two companies who submitted bids. A comparison was included in the packet. Mr. Davis recommended Howe Two, who has done a good job of taking care of the grounds for the last seven years. Their bid was also considerably lower.

Mrs. Collins made a motion, seconded by Mrs. Taliaferro to award the bid to Howe Two for \$34,000. (Vote 5-0)

Policies

CFA-R Duties of the Principal (2nd reading)

Mrs. Collins made a motion, seconded by Mr. Ouellette to approve policy CFA-R Duties of the Principal. (Vote 5-0)

IBA Curriculum development

This has not gone to the Policy Committee and is here for input from the Board. Mrs. Collins asked that there be a process for piloting a program. She would like a short presentation for programs being used. Mrs. Kebler said a program is not curriculum. She will bring definitions to the next meeting. Board members gave other input for the Policy Committee to look at.

IGD Curriculum Adoption (1st reading)

INAK Character and Citizen Education (1st reading)

IGE Parental Objections to Specific Media (1st reading)

IHAM Health Education and exemption From Instruction (1st reading)

IKG Awards and Scholarships (1st reading)

The Board would like to see a change in the policy and the scholarship to reflect that this is given to a student furthering their education.

Committee Updates

Culture and Climate

Attendees: Kathy Frothingham, Sara Gillikin, Angela Boston, Linda Simmons

Discussion:

How is the culture of the school?

Teacher Appreciation Week - Success

Next culture climate meeting June 4, 2024.

Work on sending out more thank you notes.

How can we support Norma and Ivy for all they do with behavioral management? Flowering Plant from Wentworth Gardenor or Studleys

Get flowers in May- Linda contact Julie about getting money for the flowers-Kathy

Birthday board- create a survey next year with birthdays (staff can opt out of sending that information), also include allergies- for next year

Fundraiser- What are the steps to get a fundraiser approved?- Sara to ask Norma

Create one by the end of the Year
Bakesale?

Technology Committee

Mr. DeColfmacker told the Board that the tech committee has been busy tying up the end of the year. A Google form will be created to list all computers, peripherals, chargers etc. and will be inventoried for each grade and teacher. They are considering whether computers should be assigned per student or per classroom for the year. He said they are planning to have a summer workshop which will include taking a look at software and hardware and different vendors. They are continuing to interview for the right IT person. They have a couple more applications that just came in. They want to make sure they have the right inhouse support as well as the right vendors and the right service.

Nominations/Hires/Resignations

Follow Up

Spaulding Scholarship Night

Mrs. Collins called the scholarship night amazing and incredible. She said there was over \$500,000 given out and Wakefield was well represented. The Greater Wakefield Lions Club was there and handed out their scholarships.

Character Strong

Public Comment

None

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public session under 91-A:3, 11 (c) at 7:31. Roll call vote: Collins aye, DeColfmacker aye, Ouellette aye, Taliaferro aye, Peaslee aye. (Vote 5-0)

The Board returned to Public Session at 8:16.

Mrs. Collins made a motion, seconded by Mr. Ouellette, to seal the non public minutes for three years. Roll call vote: Collins aye, DeColfmacker aye, Ouellette aye, Taliaferro aye, Peaslee aye. (Vote 5-0)

Adjournment

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 8:17. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary